



Municipality of Anchorage

Dave Bronson, Mayor
Purchasing Department

April 10, 2024
REQUEST FOR PROPOSAL
RFP 2024P012

Design / Build Services for Warm Storage Building

The Municipality of Anchorage is an equal opportunity employer.

Enclosed is pertinent information for use in preparing your proposal.

Pre-Proposal Conference:	3:00 P.M. Local Time, April 18, 2024
Site Visit:	10:00 A.M. Local Time, April 18, 2024
Questions Due:	12:00 P.M. Local Time, April 23, 2024
Proposals Due:	12:00 P.M. Local Time, May 2, 2024

ONE SIGNED ORIGINAL, single sided, unbound, of your proposal, as well as five complete copies must be submitted. In addition to the copy, a flash-drive containing a PDF copy of the complete proposal, including attachments must also be provided.

If applicable, the call-in phone number for Pre-Bid Conferences is 907-343-6089. Conference lines are opened 5 minutes prior to the Pre-Bid Conference times. To attend meetings in person; you may do so at 632 W. 6th Avenue, Suite 520, Anchorage, AK 99501. FOR AUXILIARY AIDS, SERVICES, OR SPECIAL MODIFICATIONS TO PARTICIPATE PLEASE CONTACT THE PURCHASING DEPARTMENT TO REQUEST REASONABLE ACCOMMODATIONS AT 907-343-4590; OR wwpur@muni.org

For further information contact Purchasing at (907) 343-4590 or email wwpur@muni.org. All correspondence should include the RFP number and title.

The Municipality of Anchorage reserves the right to reject any and all proposals and to waive any informalities in procedures.

Sincerely,

Chris Hunter
Deputy Purchasing Director

MUNICIPALITY OF ANCHORAGE PORT OF ALASKA

REQUEST FOR PROPOSAL 2024P012

DESIGN/BUILD SERVICES FOR WARM STORAGE BUILDING Project 22-03

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1.0 GENERAL INFORMATION

1.1 Purpose

The Municipality of Anchorage (MOA) Port of Alaska (POA), herein described as “Owner” is soliciting proposals for a Design/Build Contract from qualified Design/Build Contractors (Contractors) for design, permitting and construction services for a new building to house sand and diesel-powered maintenance equipment.

Proposals shall consist of (1) a Technical Proposal, including experience, qualifications, proposed design concept, schedule, and (2) a Cost Proposal indicating all costs necessary to complete the Work outlined in this RFP.

1.2 Background

The Owner is a Municipality of Anchorage enterprise that owns and operates Alaska’s primary, inbound cargo facility. The Owner handles half of all Alaska inbound fuel and freight, half of which is delivered to final destinations outside of the Municipality. The POA is open 24 hours a day, 7 days a week, 365 days a year. It is

one of 17 Department of Defense commercial strategic seaports worldwide, and it is critical transportation infrastructure that is subject to Maritime Transportation Security Act security requirements.

In 2005, the Owner erected a 120-ft x 72-ft x 30-ft (L x W x H) tension fabric steel frame Warm Storage Building (WSB) near the existing Administration Building to provide heat and shelter during winter months for sand and diesel-powered maintenance equipment. The sand is used to provide traction on roads and docks. Because the sand is used on concrete infrastructure, it cannot contain chemicals that would cause corrosion, therefore the building must be heated to prevent the untreated sand from freezing.

The POA Administration Building was recently relocated from the wharf to the location of the previous WSB, requiring demolition of the existing building. The Owner requires design and construction of a WSB in a different location at the Port.

1.3 Specifications, Codes, Ordinances, and Standards

All Work shall be performed in accordance with the Contract, which includes this RFP, the Executed Professional Services Contract, the MOA Design and Construction Manual (DCM), Anchorage Municipal Code (AMC), the Construction Services Manual, MASSB, the Supplementary Conditions to MASSB, the Technical Specifications, MASS Divisions 20 through 80 as required, and additional required Contract Documentation.

All design and construction under this Contract shall comply with the latest edition of all applicable codes, ordinances, standards, and associated addenda. If there is a discrepancy between MASSB and the Supplementary Conditions, the Supplementary Conditions shall govern. The Contractor may apply for modifications to these documents. The acceptability of these modifications will be at the sole discretion of the Owner.

1.4 Questions

Any questions regarding this Request for Proposal are to be submitted in writing to:

Municipality of Anchorage
Purchasing Department

wwpur@muni.org

For ease of identification please identify the RFP number in the subject line of any correspondence.

Purchasing Office hours of operation are: 8:00 a.m. to 5:00 p.m. local time Monday through Friday, excluding Municipal holidays. All questions must be received prior to the deadline indicated on the RFP cover letter.

1.5 Preparation Costs

The Municipality will not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial, or otherwise) challenge to the determination of the highest ranked Contractor and/or award of contract and/or rejection of proposal. By submitting a proposal each Contractor agrees to be bound in this respect and waives all claims to such costs and fees.

2.0 RULES GOVERNING COMPETITION

2.1 Examination of Proposals

Contractors should carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP. Contractors should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

2.2 Proposal Acceptance Period

Award of this proposal is anticipated to be announced within 45 calendar days, although all offers must be complete and irrevocable for 120 calendar days following the submission date.

2.3 Confidentiality

The content of all proposals will be kept confidential until the selection of the Contractor is publicly announced. At that time the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Contractor's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on:

- 1) conformance to the RFP instructions.
- 2) responsiveness to the RFP requirements.
- 3) completeness and clarity of content.

2.5 Signature Requirements

All proposals must be signed by an officer or other agent of a corporate vendor if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately-owned vendor; or other agent if properly authorized by a power of attorney or equivalent document. Signature on the "Letter of Transmittal" (See Para 4.3.4) will meet this requirement.

Failure to sign the Proposal is grounds for rejection. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

2.6 Proposal Submission Requirements

2.6.1 ONE ORIGINAL, single sided unbound, plus five (5) complete copies of the proposal must be received by the Municipality prior to the date and time specified in the cover letter. Copies may be bound or enclosed in folders/binders.

2.6.2 IN ADDITION to the copies required by paragraph 2.6.1 above, provide a flash drive containing a PDF copy of the complete proposal, including attachments.

2.6.3 All copies of the proposals shall be submitted in a single sealed cover which shall be plainly marked as a Request for Proposal Response with the Number and Title prominently displayed on the outside of the package.

2.6.4 Proposals must be delivered or mailed to:

Physical Address
Municipality of Anchorage
Purchasing Department
632 W. Sixth Avenue, Suite 520
Anchorage, AK 99501

2.7 News Releases

News releases by or on the behalf of any Contractor pertaining to the award resulting from the RFP shall not be made without prior written approval of the Municipal Purchasing Director.

2.8 Disposition of Proposals

All materials submitted in response to this RFP will become the property of the Municipality of Anchorage. One copy of the submitted material shall be retained for the official files of the Purchasing Department and will become public record after award of the Contract.

2.9 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Municipality.

2.10 Modification/Withdrawal of Proposals

A Contractor may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The Contractor may thereafter submit a new proposal prior to the final submission date; or submit written modification or addition to a proposal prior to the final submission date. Modifications offered in any other manner, oral or written will not be considered. A final proposal cannot be changed or withdrawn after the submission date, except for modifications requested by the Municipality after the date of receipt and following oral presentations.

2.11 Late Submissions

PROPOSALS NOT RECEIVED BY THE DATE AND TIME AND AT THE LOCATION SPECIFIED IN THE RFP COVER LETTER WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED.

2.12 Rejection of Proposals

The Municipality of Anchorage reserves the right to reject any or all proposals if determined to be in the best interest of the Municipality.

2.13 Equal Employment Opportunity Contract Compliance

2.13.1 Every municipal contract shall include language substantially the same as the following: "The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability. The contractor will comply with all laws concerning the prohibition of discrimination including, but not limited to, Title 5 and Title 7 of the Anchorage Municipal Code."

2.13.2 Every municipal contract shall state, in all solicitations or advertisements for employees to work under the contract, that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability.

2.14 Confidential/Proprietary Information

The content of proposals will be kept confidential until the selection of the Contractor is announced. At that time, the selected proposal is open for review to the competing Contractors only (except for information properly identified as being proprietary). After the award of the contract, all submitted proposals shall become public information except for properly identified proprietary information. If a Contractor

wishes individual pages, which contain actual business, proprietary information to be held confidential, each page must be marked and an explanation furnished of its proprietary nature. In addition to marking individual pages, the Proposal's Cover must also be annotated with the words "THIS PROPOSAL CONTAINS PROPRIETARY INFORMATION". "Confidential and Proprietary" information is not meant to include any information which, at the time of disclosure, is generally known by the public and/or competitors. MOA's ability to treat information submitted as confidential is limited by Anchorage Municipal Code. Contractors concerned with the confidentiality of information submitted should familiarize themselves with the following Anchorage Municipal Code provisions:

- AMC 3.90 Access to Public Records
- AMC 3.90.010 Policy
- AMC 3.90.020 Definitions
- AMC 3.90.030 Information Available to the Public
- AMC 3.90.040 Exemptions for Particular Records

3.0 SCOPE OF WORK

3.1 Project Description

The project site is located on POA vacant land east of Roger Graves Road, south of Terminal Road. The legal description is Port of Anchorage Subdivision, Addition No. 2, Tract J. This project will design and construct a building to store sand and heavy equipment. Tasks include design and construction of the building, the structural site for the building, utilities for the site and the building, and approximately 300 feet (ft) of a future emergency access road adjacent to the site. The Owner is currently coordinating with gas and electric utilities to provide service extensions to the site. An Additive Alternate is included as Schedule C in the project for design and construction of an adjacent 8-stall parking pad with electric bull rail to house electrical receptacles for winter warming of heavy equipment stored outside.

The site is bound by Roger Graves Road to the west, the existing ditch line and future Tract J Road alignment to the south, the hillside to the east, and the existing ditch line and railroad tracks to the north.

3.2 Owner Provided Data and Improvements

The Contractor shall review the information provided by the Owner for the purpose of completing the required design and construction. If the Contractor determines that additional technical data is required to complete the Work, it shall be at the Contractor's own expense.

3.2.1 Previous Warm Storage Building

The engineered drawings for the previous steel frame tension fabric storage facility are provided for in Section X of the CSM. These drawings are provided for reference only, the Contractor shall design and construct a facility that meets the parameters specified in Section 3.3 of this RFP.

The engineered drawings indicate that sand was to be stored on the east side of the building. However, delivery and storage occurred on the west side of the building. Additionally, the rear (eastern) overhead door was not regularly used.

A variety of trucks haul sand to the POA including dump trucks with pups, belly dumps, side dumps, etc. Depending on the type of truck and amount of sand in the building, trucks would unload directly inside, or more frequently deposit the sand just outside the overhead doors. The POA Maintenance and Operations crew moved the sand into the building with a front loader. Inside the building, the sand was confined to a specific area using interlocking concrete blocks to maximize access and provide more usable space for storing heavy equipment.

3.2.2 Geotechnical Site Characteristics

The Owner has provided historic soil boring and environmental lab analysis information in Section IX of the CSM. Evaluation of soil borings indicate the presence of hydrocarbon contamination exceeding Alaska Department of Environmental Conservation (ADEC) cleanup levels per 18 AAC 75. Additionally, a 2-ft lens of peat was found in two borings eight feet below ground surface.

3.2.3 Site Improvements

Concept Site Layout

The Owner has provided a concept site layout and grading plan in Section VIII of the CSM. The plan includes a proposed location for a 73 ft x 120 ft building, interior floor plan layout, location for an 8-stall parking area with electrical receptacles, ditch reconstruction, storm drain system replacement, and the first 300 ft of a future emergency access road (Tract J Road).

Tract J Road

The future Tract J Road will extend from Roger Graves Road east to E Bluff Drive. The first 300 ft lies between the southern limits of the WSB site and the south property line of Tract J, as shown on the site plan. The road typical section is 28 ft wide consisting of two 12-ft lanes and 2-ft shoulders. The cross-slope is designed to sheet flow south at

a maximum grade of 2%. A large CEA electrical vault is located within the wheel path of the future road near the intersection with Roger Graves Road. The Contractor grading plan shall ensure that the entire vault is within the final roadway apron and cover over the vault is less than 1-foot. Contractor shall coordinate with CEA acceptable adjustment of vault access to finish grade.

Site Structural Section

In fall of 2023, the Owner placed approximately 4,500 cubic yards (cy) of gravel material over the proposed 73 ft x 120 ft building site location to begin a consolidation effort of the peat lens. The surcharge will remain in place until site construction begins. Approximately 500 cy of this material is considered usable as structural fill for the project and has been separated from the unusable material with geotextile fabric. Approximately 4,000 cy is considered clean but unusable. Prior to construction, the Contractor shall relocate the unusable material to a designated stockpile location within POA property as directed by the Owner. Bid Item A-4 in Schedule A – Warm Storage Building is reserved for disposal (relocation) of the surcharge material.

The entire conceptual site pad is approximately 69,000 square feet, including the Tract J Road section. The Bull Rail site pad accounts for approximately 13,500 square feet. The structural section consists of a high strength geotextile separation fabric over graded and compacted native soil, a minimum of 18 inches of MOA Type IIA classified fill and backfill and 2 inches of leveling course. The finished surface consists of 4 inches of MOA Class E asphalt concrete pavement over the building and bull rail site, and 4 inches of recycled asphalt pavement (RAP) over Tract J Road.

Site Grading Plan

The grading plan provided ensures the building driveway approach, site grading, and roadway cross-slope meet all current design standards when Roger Graves Road is reconstructed. This project may be constructed before the Roger Graves Road project begins. In this case, the Owner recognizes the driveway approach and Tract J Road intersection may need to be altered and temporarily paved until such time as the Roger Graves Road improvements project is constructed. The concept site layout plan includes the proposed location of a grade break to match the approach with the existing road shoulder.

The Contractor does not have to construct the site design and grading plan provided, however, the final driveway approach grade for the building, and the final cross-slope for the future Tract J Road must meet the requirements of the MOA DCM; and the grade over the existing

electrical vault within the wheel path of Tract J Road must not exceed 1-ft of cover after final grading and paving.

Utility Extensions

The Owner has coordinated with Enstar and CEA to provide gas and power utility extensions to the east side of Roger Graves Road for the building, exterior area and street lighting, and power needed for the bull rail, if constructed.

Enstar will provide A 1-inch gas service from an existing main northwest of the Security Building following the railroad alignment to the north side of the WSB site.

CEA will provide power from the existing vault in the southwest corner of the site to a new transformer and/or switch cabinet. The Owner desires all electrical equipment be located away from the Tract J Road clear zone, and traversable area of the WSB site pad, however, final location to be determined during design. Additionally, the Owner requires at least three separate circuits / load centers for these electrical utilities: street lighting, area lighting and parking lot power, and building lighting and power.

The Owner shall pay for all utility extensions. The Contractor shall coordinate with utility companies as needed to schedule installation of the extensions and final connections. All costs associated with coordination and installation of final connections shall be paid for by the Contractor.

3.3 Building and Site Requirements

3.3.1 Building Requirements

The following is a list of parameters and operating requirements for the new building. This list is not all inclusive. Contractors shall demonstrate in their technical proposal how the proposed building will meet or exceed these requirements, while providing the best value to the Owner.

- Acceptable building types proposed shall be from the following list:
 - Pre-Engineered fabric structure
 - Minimum 5-year manufacturer warranty on fabric and frame
 - Pre-Engineered Metal Structure
 - Minimum 5-year manufacturer weathertightness warranty
 - Steel / Metal construction
- Regardless of building type proposed, it shall meet all jurisdictional code requirements and conditions of the RFP.
- Design service life of the building shall be a minimum of 30 years for structures and systems.
- Square footage shall be no less than 8,800 square feet.
- Building floor to interior roof framing shall maintain a minimum clearance of 30 feet.
- Building interior shall have a large clear span; interior structural support columns will limit usable space and are not allowed within the structure.
- Building shall house up to 1,500 tons of sand, and provide space for a front loader, sand truck, and other small equipment.
- Sand shall be confined to a specific area within the building to maximize remaining usable space. A containment area as high as 10 feet is desirable. The interior retaining wall shall be engineered to withstand forces from impact, weight of sand and other potential hazards. Use of interlocking concrete blocks is acceptable to obtain the desired containment height. The Contractor shall provide and install blocks or other appurtenances required to achieve the desired containment height.
- Sand storage area shall provide a minimum clear space of 5 feet from any interior wall for egress.
- Building ventilation shall be designed so that hazardous substances such as dust, fumes, mists, vapors, or gases do not exceed the limits per 2018 International Mechanical Code (IMC).
- Building shall be weather tight and well insulated, mechanical/heating design shall be capable of maintaining a minimum interior temperature of 40 degrees Fahrenheit during winter months without auxiliary heat source.

- Interior lighting system shall provide minimum 10 ft-candles of light at 3 feet above finished floor and luminaires shall be LED and rated for damp locations. Lighted exit signage shall be provided above all man doors.
- Interior building floor shall be a hardened surface such as asphalt concrete pavement (ACP) or Portland cement concrete (PCC). The Contractor shall select a suitable finished floor surface based upon site characteristics and building design chosen. The conceptual site layout proposes 4 inches of MOA Class E ACP.
- All outdoor surfaces of the building site pad shall receive 4 inches of MOA Class E ACP. The Tract J Road section shall receive 4 inches of RAP.
- The Contractor shall be responsible for ensuring the final grading plan meets all applicable code requirements, building permit requirements, design standards and remains within the tolerances described in RFP Section 3.2.3 Site Improvements.
- If the Contractor chooses to alter the site grading plan as part of the technical proposal, proposed changes and considerations given must be described in the narrative and additional costs associated with design and/or construction included in the respective bid schedules.
- Building layout and site orientation shall allow space for required parking, clear space for future road, and maneuvering space for delivery, access and loading of sand.
- Building configuration shall provide versatility of access and equipment storage. The building shall have two overhead doors and one-man door on the loading side, with two additional man doors provided at the back of the building. The overhead doors shall be no smaller than 16-ft x 16-ft with a minimum insulation R-Value of 6.5. The concept site layout illustrates preferred access based on building location and orientation.
- Building shall meet all current standards, codes, and Anchorage municipal code requirements for a permitted permanent structure that meets the Owner's desired use, in particular AO No. 2020-85.
- Exterior wall-mounted LED luminaires with controls shall be provided above each door.
- Exterior site lighting adequate for maneuvering at the intersection of Roger Graves Road, around the building, parking areas, and along the future road. Separate circuits shall be provided per RFP Section 3.2.3 Site Improvements.

- All electrical equipment shall be UL listed and UL certified after installation.

3.3.2 Bull Rail Stanchion

Depending on availability of funding, the project may include design and construction of a parking area to accommodate eight 11-ft wide parking spaces with vehicle plugin electrical receptacles at the head of each parking space. See the site plan for proposed bull rail location.

- Stanchion shall be comprised of welded steel and heavy bolted construction with minimum 6-inch diameter steel supports and 6-inch diameter horizontal pipe members at 5 ft above finished grade.
- Each vehicle plugin position shall be comprised of a weather resistant GFCI duplex receptacle in a weatherproof closed “in-use” box, mounted on a steel plate welded to the spanning horizontal members and centered on the parking space. Each duplex receptacle shall be serviced by a dedicated 20-amp circuit. Each plugin position shall feature a power indicating LED.

All costs associated with the work required for design, fabrication and installation of the electric bull rail, parking area and site pad shall be provided in the Bid Items in Schedule C – Electrical Bull Rail, Additive Alternate 1.

3.4 Pre-construction Tasks

3.4.1 Project Schedule

The Contractor shall include in the technical proposal a preliminary schedule that provides the timeline through design, permitting, material procurement, and building construction. Upon execution of the Contract, the Contractor shall provide a revised time-scaled bar chart Project Schedule through construction.

3.4.2 Data Gathering

The Contractor shall review the information provided by the Owner for the purpose of completing the required design and construction. If the Contractor determines that additional technical data is required to complete the Work, it shall be at the Contractor’s own expense.

3.4.2 Additional Site Improvement or Geotechnical Analysis

If additional subsurface exploration, and/or site preparation is deemed necessary, the Contractor shall include the extent of this work in the technical proposal and bid proposal.

Development and approval of an ADEC contaminated soil and groundwater handling plan and associated permits required during pre-construction or construction activities shall be included in the estimated costs in Schedule B – Contaminated Soil/Groundwater Handling. See CSM Section 00 72 13.05 Article 5.37 Contaminated Soil and Groundwater Plan.

3.4.3 Design Survey

The Contractor shall perform a pre-construction survey after the removal of surcharged material on the site and prior to any ground disturbance activities including additional geotechnical site investigation.

The Contractor shall use the pre-construction survey to fulfill all requirements and conditions when applying for a permit through the MOA Development Services Department. The Contractor shall be responsible for providing survey control sheets signed and sealed by Surveyors registered in the State of Alaska for this project.

Additionally, if the Contractor elects to design a structural section on native soil, similar to the concept site plan provided, the pre-construction survey shall be used to establish a baseline for grading the existing surface to ensure the minimum structural section can be achieved in all locations with minimal excavation.

3.4.4 Schedule of Values

A schedule of values shall be provided for lump sum items in the Bid Proposal. This schedule of values will detail the relationship of the timing of partial payments for the Work completed for the lump sum bid item. At a minimum, the schedule of values will address the major design items in a manner acceptable to the Owner. This will also be required for Construction Services. See MASSB and the Supplementary Conditions provided in the CSM.

3.4.5 Drawings and Specifications

The Contractor shall prepare 65% and 95% Drawings and Specifications for review based on the 35% technical proposal. The design package will be distributed to stakeholders and other agencies as required. These deliverables may be submitted electronically as PDFs. The Owner will provide review comments. The Contractor shall prepare and submit to the Owner a written response to all compiled review comments and be prepared to participate in a design review meeting after each submittal.

3.4.6 Permits for Construction

Upon execution of the Contract, the Contractor shall prepare a permit acquisition plan identifying all local, state, and federal permits, and/or waivers necessary to obtain approvals for building and site design, address environmental concerns, and allow construction activities. All fees associated with applying for and obtaining permits are the responsibility of the Contractor.

3.4.7 Building Permit Pre-Application Meeting

The Contractor shall schedule and participate in a meeting(s) with MOA Development Services during preliminary design to determine what permits are needed to begin construction.

3.4.8 Final Drawings and Specifications

If the Contractor's 65% design submittal is of a level of completeness to require minimal changes or clarifications based upon review comments from agencies, and remaining information needed by agencies to obtain any and all permits for construction, the Owner may elect to omit the 95% submittal and request the Contractor submit Final Drawings and Specifications. The final set of construction Drawings and Specifications must be signed and sealed by Engineers registered in the State of Alaska.

3.4.9 Building Permit Application

The Contractor shall submit the sealed Drawings to MOA Development Services to receive all requisite approvals. Costs associated with any additional work necessary to modify the Drawings and/or Specifications to obtain approvals are the responsibility of the Contractor.

3.4.10 Changes in Final Drawings

Design changes proposed after approval that, in the sole judgment of the Owner, are significant in scope and effect, and which require or imply modifications to standards, shall require a submission with explanation of changes. These changes may be rejected by the Owner at its sole discretion.

3.4.11 Design Meetings

The Contractor shall conduct biweekly progress status meetings to inform the Owner of design and associated permitting task progress and describe reasons for any delays in the project schedule. These meetings may be facilitated by telephone, virtually, or in person as needed.

3.5 Construction Tasks

The Construction phase of the project shall commence upon approval of the Final Drawings and Specification package and the CPM, and issuance of a Notice to Proceed. Construction activities shall begin only after the Submittal List has been approved by the Owner, all necessary permits and environmental approvals have been obtained, all shop drawings, material certifications, qualifications certifications, and other submittals required to perform the Work have been submitted and accepted by the Owner.

The Contractor shall provide, through itself or Subcontractors, the necessary labor, materials, equipment, supervision, administration, and other facilities as required to successfully complete the Work as described in this RFP.

3.5.1 Schedule of Values

A schedule of values shall be provided for lump sum items in the Construction Services Bid Proposal. This schedule of values will detail the relationship of the timing of partial payments for the Work completed for the lump sum bid item. At a minimum, the schedule of values will address the major construction items in a manner acceptable to the Owner. See MASSB and the Supplementary Conditions provided in the CSM.

3.5.2 Construction Progress Schedule and Critical Path Method

Prior to the start of construction, the Contractor shall develop and submit for approval a time-scaled Critical Path Method (CPM) schedule for all work required through Project Closeout. any time the Contractor determines that the critical path is altered by the sequence of the scheduled activities, changes in the Work or other circumstances, and at such other times as the Owner's Representative may require.

Submittal List

The Contractor shall prepare and submit to the Owner a list of all products, construction materials, and appurtenances required for the project prior to incorporating any material into the project. The Submittal list shall include all certifications, calculations, plans, material information, product data, shop drawings, and any other information specifically required to perform the Work.

3.5.2 Construction

The Contractor shall build the project as stipulated in the Final Drawings and Specifications. Owner's acceptance of the design Drawings and Specifications is based upon the Owner's interpretation of the Design Engineer's intent. The plan approval process is intended to ensure that the Drawings were designed to meet or exceed the Owner's building and site uses as discussed in RFP Section 3.2 – Building Requirements. The Owner is not liable for any errors or omissions.

3.5.3 Construction Progress Meetings

The Contractor shall participate in progress meetings. It is anticipated that these meetings will be held weekly. During these progress meetings the parties shall go over the key construction activities and field installation to ensure adherence to the accepted Work Plan and that the overall quality and intent of the design is being met. The Owner may request additional meetings as the job progresses.

3.5.4 Construction Administration

Maintaining Quality Control throughout the duration of the project is the responsibility of the Contractor. The Contractor shall prepare and submit a Work Plan with the CPM for approval by the Owner that describes the process for execution of construction activities including: planned work days and hours, phasing for procurement of materials, phasing of construction, coordination with utilities for extensions and connections, coordination for Municipal and special inspections, adherence to permits, minimizing disruption to POA users, visitors, and adjacent residential properties, and all other tasks required to complete the Work.

The Contractor shall be responsible for daily inspection and oversight of the Work. The Contractor shall prepare and submit daily progress reports to the Owner. The reports shall contain a record for each day of weather, portions of the Work in progress, photographs of the Work performed, number of workers on site, identification of equipment on site, problems that might affect progress of the work, accidents, injuries, and other information required by the Owner.

Municipal inspections required per the Building Permit shall be coordinated by the Contractor at the expense of the Contractor. Special inspections as indicated in the Final Construction Plans shall be coordinated in advance by the Contractor with the Owner to be performed by a third-party inspector provided by the Owner.

3.5.5 Post-Construction Survey and Storm Drain CCTV

A survey of the site shall be performed after construction is completed. The Contractor shall submit an As-Built of the final grading plan with sufficient information to ensure the site was constructed as permitted.

In addition, the Contractor shall inspect by closed circuit television (CCTV) newly installed storm drainpipe per MASS Division 55, Article 2.3 and provide results of this inspection to the Owner for review and approval.

3.5.6 Project Closeout Tasks

In addition to the required closeout documentation to be provided by the Contractor per MASS, other information shall include methods, assumptions, procedures, alternatives analyzed, recommended course of action, and originals of all files generated for the project, including working maps, calculation sheets, and supporting documentation. Electronic data, files, and maps shall also be delivered. For this project, the Owner will require electronic data to be transferred on USB flash drives in the following formats: PDF and/or Microsoft Word for text documents; AutoCAD for design documents and record drawings; and Excel for data documents.

3.6 Project Timeline

Interested Contractors are requested to give careful consideration to their workload and capability of completing this project within the desirable schedule. Efficient scheduling will be a criteria for scoring.

RFP Review

3.6.1 The Owner scoring of RFP: within two (2) weeks after receipt of RFP.

3.6.2 Contract Execution and Notice-to-Proceed (NTP): 30 to 60 days after completion of RFP scoring, subject to negotiation process and/or MOA Assembly Meeting schedule.

Design

3.6.3 The Contractor shall complete all Design work under this contract within sixty (60) days from the effective date of the NTP.

This 60-day period shall accommodate all design milestones, including, Preliminary, and Final Plan and Specification submittals. The Owner will review and provide comments within ten (10) business days upon receipt of each submittal. The Contractor shall prepare and submit to the Owner a written response to all compiled review comments and be prepared to participate in a design review meeting after each submittal, per RFP Section 3.4 Pre-Construction Tasks. The Contractor is not permitted to proceed to the next design phase without receiving final approval of responses to comments from the Owner.

3.6.4 The Contractor shall sequence the permit review process such that required agency permits, MOA Development Services permits, approvals, and/or waivers are received in time to complete construction tasks as required by the RFP.

Construction

3.6.5 The Contractor shall achieve Substantial Completion for all work under this Contract by December 31, 2024.

3.6.6 The Owner desires a Conditional Certificate of Occupancy by November 1, 2024, if feasible.

3.6.7 The Contractor shall have thirty (30) calendar days from the date of Substantial Completion to achieve Final Completion and project closeout. Closeout tasks include, but are not limited to, addressing punch list items, submitting all as-built documentation, providing operations and maintenance manuals, and all other applicable items identified in Section 3.5.6 Project Closeout.

3.7 Non-Disclosure Agreement

From time to time the Contractor may have the need to produce or work with Sensitive Security Information (SSI), subject to the protection requirements of the United States Coast Guard. When this occurs the consultant and relevant subconsultants shall execute a Non-Disclosure Agreement, similar to the document shown in Attachment C. Refusal to execute this agreement, and/or failure to properly safeguard SSI may result in termination of the contract, in addition to other penalties provided by law.

4.0 PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals shall not exceed twelve (12) pages in length (excluding letter of transmittal, resumes, title page(s), index/table of contents, required attachments, or dividers). One page shall be interpreted as one side of a single-spaced, letter size sheet (8-1/2" X 11"). Excess pages will be removed prior to evaluation, which could result in incomplete responses and lower scores.

4.1 Title Page

Include the RFP number and subject, the name of your firm, address, telephone number(s), name of contact person, contact information (phone number, email address), and date.

4.2 Table of Contents

List the proposal's sections with page numbers. Include the RFP Evaluation Criteria.

4.3 Letter of Transmittal (Limited to two (2) pages).

4.3.1 Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.

4.3.2 List your company's contact for this RFP along with their phone number and email address on the proposal cover page.

4.3.3 Provide the name(s) of the person(s) who are authorized to make representations for your firm, their titles, address, email, and telephone numbers.

4.3.4 The letter of transmittal must be signed by a corporate officer or other individual who has the authority to bind the firm.

4.4 Evaluation Criteria

4.4.1 Project Methodology and Approach

- Demonstrate an understanding of the project goals and objectives. Include an understanding of the conditions in and around the project area, and how that will affect development of the project.
- Confirm the scope of work provided in Section 3 will meet the goals and objectives for the project. If potential concerns are identified, explain how those concerns will affect the goals and objectives of the project and present potential strategies that may benefit the project scope and schedule.
- Provide detailed information on the firm's methodology in meeting the scope of work requirements identified in Section 3.0. Address the Contractor's strategy for value engineering to minimize cost.
- Provide a proposed project schedule outlining major milestones to be accomplished from preliminary design through construction meeting the timeline outlined in Section 3.0.
- Describe overall approach to include construction techniques, equipment, and any special considerations, which may be envisioned to reduce costs and minimize disruption to the POA and its stakeholders. List and discuss the Contractor's deviations, if any, from the RFP requirements and/or the concept plans, including any discrepancies. Discuss the Contractor's experience in interacting and coordinating with Municipal and POA stakeholders.

4.4.2 Project Team and Experience

Present the proposed project team, include only technical staff who will be actively participating in the project. Resumes should be included in an appendix for the Project Manager, Key Staff, and any Subcontractors.

- Project Manager: Provide detailed information on the specific qualifications and experience as it relates to the required services. Include project reference contact name(s) and telephone number(s).
- Key Project Staff and Subcontractors: Identify key project staff, subconsultants/subcontractors expected to provide services on behalf of the firm. Detail their specific qualifications and experience as it pertains to the required services. Include project reference contact name(s) and telephone number(s).
- Describe projects the team members have worked on that are similar to the size and scope of this project. Provide the contract amount, describe the successes of the project, and the year of completion. Describe how the experience will assist the team to perform under this contract. Provide references for each project including contact names and phone numbers. Referenced projects can be the same as those requested above for individual team members.
- Organizational chart: Provide an organizational chart of the project team.

4.4.3 Concept Design

Provide schematic documents presenting the proposed design for all Work as described in the RFP. Plans shall include, at a minimum:

- Floor Plan noting layout of building, including but not limited to all doors, windows, structural elements, and any other fixtures or elements. Demonstrate how floor space will be configured to maximize efficient use of space.
- Elevations noting layout of the building, including but not limited to all doors, windows, siding and roof material, architectural features, structural elements, and any other fixtures or elements.
- Site plan: provide graphics, detailed narrative, or any other relevant description demonstrating site functionality for access, maneuverability, loading and unloading activities, etc. Describe the proposed structural foundation for the building and surrounding site.

Explain how heat exchange to the soil will be mitigated to prevent heaving during freeze/thaw cycles. Describe how the project area lighting, street lighting, and storm drain systems will be installed to meet the requirements in the Statement of Work.

- Construction Description: Graphics, detailed narrative, catalog cuts, or any other relevant description of construction elements of the building and site improvements as described in the Statement of Work, including proprietary systems, materials, and assemblies related to all aspects of the building construction, including but not limited to footing and foundations, structural systems, walls, roof, windows and doors, insulation, mechanical and electrical systems, etc.

4.4.4 Schedule

Provide a preliminary project schedule identifying the proposed project duration from Notice-to-Proceed through Final Completion of the project. At a minimum, identify design components, permitting, shop drawing efforts, material, or product lead times, building and site construction, Substantial and Final Completion. Schedule must clearly identify the proposed total project duration.

4.4.5 Project Cost

Provide costs, where indicated on the Bid Proposal Form in Attachment B Construction Services Manual Section V. Submit pages BP-1 of 6 through BP-6 of 6 in a sealed separate envelope.

5.0 EVALUATION CRITERIA AND PROCESS

5.1 Evaluation Criteria Weighting

The criteria to consider during evaluations, and the associated point values, are as follows:

1. Project Methodology and Approach:	10 points
2. Project Team and Experience:	10 points
3. Concept Design:	15 points
4. Schedule:	30 points
5. Cost:	<u>35 points</u>
Total Points Available	100 points

5.2 Qualitative Evaluation Criterion

Firms will be ranked using the following qualitative rating factors for each RFP criterion:

- 10 Outstanding
- 8 Excellent
- 6 Good
- 4 Fair
- 2 Poor
- 0 Unsatisfactory

The rating factor for each criteria category will be multiplied against the points available to determine the total points for that category.

EXAMPLE: If an evaluator decides that the response provided for a criterion that has a maximum of 20 points was “Good,” they will assign a “qualitative rating factor” of 6 to that criterion. The qualitative rating factor is then multiplied by the maximum points available (20) for a resultant 120 points.

5.3 Quantitative Evaluation Criterion

The award of the “cost” points will be determined by the calculation shown below. The lowest cost proposal will receive the maximum number of points awarded for the “cost” criteria:

$$\frac{\text{Lowest cost proposal} \times \text{Maximum \# points for category}}{\text{Cost of proposal being scored}}$$

Example: Contractor A = \$1,000 (low)
Contractor B = \$2,000
Max Points = 40

Contractor A: $(\$1,000 \times 40 \text{ points}) / \$1,000 = 40 \text{ points}$
Contractor B: $(\$1,000 \times 40 \text{ points}) / \$2,000 = 20 \text{ points}$

5.4 Evaluation Process

A committee of individuals representing the Municipality of Anchorage will perform an evaluation of the proposal(s). The committee will score the proposal(s) as submitted. The Municipality of Anchorage reserves the right to award a contract solely on the written proposal.

The Municipality also reserves the right to request oral interviews with the highest ranked firms (short list). The purpose of the interviews with the highest ranked firms is to allow expansion on the written responses. If interviews are conducted, a maximum of two (2) firms will be short-listed. A second score sheet will be used to score those firms interviewed. The final selection will be based on a combination of written proposals and interviews. The same categories and point ranges will be used during the second evaluation as for the first. The highest ranked Contractor after the second scoring, if performed, may be invited to enter into final negotiations with the Municipality for the purposes of contract award.

6.0 SELECTION PROCESS

The Contractor with the highest total evaluation points may be invited to enter into contract negotiations with the Municipality of Anchorage. If an agreement cannot be reached, the second highest Contractor may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the Municipality reserves the right to terminate negotiations with any Contractor should it be in the Municipality's best interest. The Municipality of Anchorage reserves the right to reject any and all proposals submitted.

7.0 SAMPLE CONTRACT

All Contractors must carefully read and review ATTACHMENT A - Sample Contract. The final Contract with the Municipality of Anchorage will be substantially similar to it.

If a Contractor wishes to make changes to the Sample Contract, the proposed changes must be submitted with the proposal. All desired changes must be submitted in a separate document, and must be clear, legible, and conspicuous. The Contractor must also provide the rationale for all proposed changes. No changes will be considered until after the highest scored proposal(s) has been determined.

IF NO CHANGES ARE SUBMITTED WITH THE PROPOSAL, IT IS UNDERSTOOD THAT THE TERMS AND CONDITIONS OF THE SAMPLE CONTRACT HAVE BEEN ACCEPTED.

8.0 ATTACHMENTS

Attachment A Sample Contract

Attachment B Construction Services Manual

Attachment C Non-Disclosure Agreement